

NOTICE

Security and Safeguards Division

July 30, 2002

Notice No. 0094

Templates for Security Plans

Background / Scope This Notice is being issued to provide organizations assistance in the development of the facility- and activity-level security plans that are required by the General Security LIR. It introduces a collection of available resources for security responsible line managers, facility managers, workers and others to consult when developing the required security plans.

No new requirements are being introduced in this Notice or the support documents associated with it. These resources only contain guidance to assist in meeting existing LIR requirements.

Definitions

Activity Security Plan—A document that, at a minimum, defines the work, identifies the security risk associated with the work, and describes the security controls required to reduce the risk to an acceptable level. Examples include security plans for establishing and operating nuclear materials balance areas, classified vaults, and standalone classified computing systems, as required by the S&S LIRs that apply to the defined work.

Facility Safeguards and Security Plan—A formal plan for establishing, documenting, and integrating facility-level S&S requirements.

Facility-Tenant Safeguards and Security Agreement—A formal agreement that establishes and helps ensure mutual understanding of the S&S roles and relationships between the facility-owning organization and the tenants doing work in the facility.

Developing Security Plans

The General Security LIR (406-00-01) requires the development of security documentation at the activity and facility levels. General Security LIR [Attachment 1, “Secure Work Practices,”](#) and [Attachment 2, “Facility Safeguards and Security Plans,”](#) require the following general types of documents:

- Facility Safeguards and Security Plans
- Facility-Tenant Safeguards and Security Agreements
- Activity Security Plans

Resources

S Division is offering a selection of templates and models to assist organizations create activity- and facility-level security documentation. These support resources are available at the [Security Plans Web site](#)

(<http://int.lanl.gov/security/plans/index.shtml>). The templates and support resources provide examples of the form and content that should be considered when developing the required organizational security plans. Note that some of the security plans in the LIRs require additional specific formatting and approval requirements.

The security plan Web site also provides guidance and clarification concerning the requirements for security plans contained in the S&S LIRs. S Division will continually update the site as a mechanism for collecting and addressing Lab-wide workforce feedback as the security plan requirements are implemented.

Review for Sensitivity/Classification

Like all documents, security plans, at any level, require review for sensitivity/classification. Reviews should be conducted regularly as the draft document is developed as well as when the document is finalized. It is recommended that an ADC assist in the development of all security plans.

References

DOE Order 470.1 Chg 1, *Safeguards and Security Program*, 9/28/95,
<http://www.directives.doe.gov/pdfs/doe/doetext/neword/470/o4701c1.pdf>

DOE Policy 470.1, Integrated Safeguards and Security Management (ISSM) Policy,
5/8/01, <http://www.directives.doe.gov/pdfs/doe/doetext/neword/470/p4701.pdf>

LIR406-00-01, General Security:
Attachment 1, "Secure Work Practices," <http://lln.lanl.gov/lir/lir4060001att1.pdf>
Attachment 2, "Facility Safeguards and Security Plans,"
<http://lln.lanl.gov/lir/lir4060001att2.pdf>

LPR406-00-00.0, Integrated Safeguards and Security Management, 11/01,
<http://lln.lanl.gov/lpr/lpr4060000.pdf>

Security Plans Web site, 7/30/02, <http://int.lanl.gov/security/plans/index.shtml>.

Questions?

Please address questions regarding security plans to Matt Pierce (5-4377) in the Security Integration group (S-2).

The OIC for this notice is S-2, Security Integration and the responsible division director is S-DO. This notice will remain in effect for one year or until the guidance is incorporated into a LIG.